

CONTROLLER (061-01)

SALARY: \$67,184.00 - \$97,281.60 annually, plus liberal fringe benefits

Management Category III

THE POSITION

This is responsible professional accounting and administrative work of considerable difficulty planning, organizing and directing the activities of the City's Central Accounting Division.

An employee in this class supervises a staff of professional accounting, supervisory, and clerical personnel responsible for maintaining general and subsidiary accounting ledgers and systems, accounts payable, payroll, property control, budget control, project accounting, and financial reporting. Work requires the performance of broad accounting functions including planning, installing, revising, and maintaining accounting systems and procedures and preparing financial statements and reports.

Assignments are received in the form of broad objectives and are performed with considerable initiative, independence and under limited supervision by an administrative superior. An employee in this class must work effectively with and maintain communications with department officials, other City employees, and the general public. Work is reviewed through periodic conferences, audits, study of regular and special reports, and general observation.

NOTE: The duties of this position will include all of those duties set forth in the official job description.

THE REQUIREMENTS

1. Have graduated from an accredited college or university with a Bachelor's degree in accounting.
2. Have at least five (5) years of progressively responsible professional accounting and other fiscal management experience, including some supervisory experience. Experience must have included at least one (1) year in municipal accounting and auditing.
3. Certified Public Accountant (CPA) status **OR** possession of a Master's degree from an accredited college or university in accounting, finance, or business administration may be substituted for one (1) year of the experience requirement noted in #2 above; however, no substitution is allowed for the required governmental experience.

THE EXAMINATION

Depending on the number of applicants and the quality of their education and experience, the examination may consist of one or more of the following tests: Evaluation of Training and Experience, Oral Interview, Written Examination, or other assessment method. Applicants must attain a minimum score of 70 in each part of the examination in order to qualify. All successful applicants will be required to pass a medical examination, including drug screening, prior to appointment

HOW TO APPLY

Application forms should be filled out completely and should clearly show that the minimum qualifications are met. Eligibility for hire may be based on a rating of the application; therefore, completeness and accuracy are of the utmost importance. Official City of Fort Lauderdale applications will be accepted and **received** at the Department of Human Resources, City Hall, 100 North Andrews Avenue - 3rd Floor, Fort Lauderdale, Florida, **open continuously until sufficient applications have been received.**

ALD: 02/21/06:Ann#107-061-01
ALD: 04/09/06: Sal Chg
Medical Group III

CONTROLLER